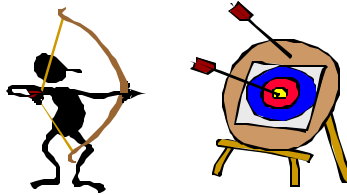


# PERFORMANCE EVALUATIONS

## Purpose, Paperwork, and Process



The process of conducting employee performance evaluations does not have to be something we dread. Use this time as an opportunity to open lines of communication between you and your staff, to reflect on their progress and accomplishments, mentor in areas for improvement, and guide them in setting new goals. Learn to follow a structured process of record keeping, goal setting, coaching, and establishing open lines of communication. During this one-day workshop, we will discuss:

- ⦿ Why we conduct performance evaluations
- ⦿ How we perceive the process
- ⦿ What paperwork to complete
- ⦿ When, where, and how to complete each step of the process

Reserve your place for this workshop by contacting your training coordinator or faxing your registration form to:

Central Management Services  
Agency Training Section  
FAX # (217) 558-0048

**Visit our website at  
[www.state.il.us/cms/2\\_servicese\\_edu/](http://www.state.il.us/cms/2_servicese_edu/)  
and click on the “Course  
Schedule” link for current class dates,  
times, and locations.**

Please note! Registration closes seven days prior to each class. Classes with less than ten registrants will be cancelled. Register early. Seating is limited.

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